

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**OFFSET PRESS OPERATOR  
CLASSIFICATION SERIES**

**I. INTRODUCTION**

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future positions that function as offset press operators. This classification specification is not intended to identify every duty that may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The semi-skilled positions in this classification perform 1) the full range of duties required to operate an offset press or 2) perform the full range of duties required to function as a leadworker in an offset press operation.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the statutory definition(s) of supervisor and/or management as defined in s. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that for a majority of the time (more than 50%) operate bindery equipment and are more appropriately classified as Bindery Worker.
3. Positions that for a majority of the time (more than 50%) operate digital print and/or scanning equipment for production printing and are more appropriately classified as Computer Printing Technician.

4. Positions that for a majority of the time (more than 50%) perform clerical support duties and are more appropriately classified as Clerical Assistant.
5. Positions that for a majority of the time (more than 50%) estimate and audit the cost of a wide variety of printing and binding work requisitioned by state agencies and are more appropriately classified as Printing Technician.
6. Positions that for a majority of the time (more than 50%) function in a specific technical phase of the printing process such as writing printing production specifications or computing net and gross estimated costs of printing orders and related services and are more appropriately classified as Printing Assistant.
7. Positions that for a majority of the time (more than 50%) perform generalized and specialized program assistance in a wide range and combination of duties and are more appropriately classified as Program Assistant 1-4.
8. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification Series

Employees enter positions within this classification series by competitive examination. Advancement to the Lead level will be by competition.

## II. DEFINITIONS

### OFFSET PRESS OPERATOR

Positions in this classification function under close progressing to general supervision and perform the full range of duties required to operate an offset press. Positions operate, set-up, adjust and maintain offset press equipment and perform other related tasks for a wide variety of printed material that may require utilizing half tones, close registration and multi-color work. When necessary positions prepare offset plates for printing and operate, set-up and maintain bindery equipment.

### OFFSET PRESS OPERATOR-LEAD

Under general supervision, positions perform work similar to the Offset Press Operator but are differentiated by their responsibility for overseeing the daily operations of an offset press shop. These positions are the single position within an offset press shop that is responsible for coordinating and monitoring all offset press work. In large, multi-shift offset press shops, there may be one lead position assigned to each shift. Work is performed under general supervision. Positions ensure instructions are clear, assign work, monitor quality and ensure proper maintenance of equipment. Positions have responsibility on a continuous basis for scheduling, training, assigning and monitoring the work of classified, limited-term, or student assistants.

## III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an

identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

#### **IV. ADMINISTRATIVE INFORMATION**

The Offset Press Operator classification series was created and the Offset Press Operator 1, 2, and 3 classifications were abolished effective May 18, 2003, and announced in Bulletin MRS-SC as a result of the Blue Collar Survey.

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